

## Welcome to benefitsCONNECT®!

Your employer has chosen this online benefits management system to truly open the lines of communication to you, the employee, and allow for easy access to and enrollment in your benefits!

Through **benefitsCONNECT®**, you have access to your personnel and benefits information 24 hours a day, 7 days a week, at the click of a computer key. You can access this information from anywhere that you have access to the Internet... your home, office, Internet cafe or any mobile Internet device.

### First Things First

Getting started on **benefitsCONNECT®** requires just a little preparation. Before you log on to the system, you must make sure that you have the following information on hand:

- ☞ Your Social Security Number
- ☞ The Birthdates and Social Security Numbers of your Dependents

**Log On to** <https://www.benefitsconnect.net/lakota>

Next, you need to log onto the system. **benefitsCONNECT®** requires a username and password.

Your username is the first 6 characters of your last name, followed by the first letter of your first name, followed by the last 4 digits of your Social Security Number. Your password is your Social Security Number.

### Examples

Jane Dovebar 123-45-6789  
User name: dovebaj6789 Password: 123456789

John Doe 987-65-4321  
User name: doe4321 Password: 987654321

Username: \_\_\_\_\_  
Password: \_\_\_\_\_

You will be prompted to change your password.

### Changing Your Password

You may change your password at any time. Go to **Personal Information**, then select **Change Password**. You may do this at any time after you have completed the enrollment process.

**Now you can provide your own personal and benefits information!**

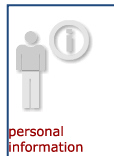
**Before continuing, please read “navigation and data entry tips” on the back of this guide!**

Copyright 2011 Transcend Technologies Group. All Rights Reserved.

**Information to Be Completed:** Please review and verify or complete the necessary items.

To complete fields:

- ☞ Click on the employee menu icon, then on the menu item underneath the icon on your screen
- ☞ Enter the requested data
- ☞ Note: Bold fields are required (see “navigation and data entry tips...” on back of pamphlet)
- ☞ When finished with a screen, click on **Save**



personal information

#### Profile Information

Address, Home phone  
E-mail address  
Marital Status/ Marriage Date

#### Emergency Information

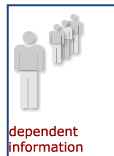
#### Education Information

#### Add Spouse (if applicable)

Enter as much data as possible

#### Add Child (if applicable)

Enter as much data as possible



dependent information

**Now you are ready to enroll in your benefits.**



benefits plan information

Choose **Benefit Plan Enrollment** under the **Benefits Plan Information** icon to enroll in or view your enrollment in benefits.

Plans that you are eligible for include (check them off after you have enrolled or viewed your enrollment in them).

- Medical
- Dental
- Vision
- Basic Life and AD&D

Current Plan Enrollment: Plans that you have already been enrolled in will be listed. Click on the benefit type (e.g. “Medical”) to view/edit (if allowed) your enrollment in that benefit or to view the plan summary.

Under “Eligible Plan Types,” you may click on the box or arrow to choose the Plans you wish to enroll or view your enrollment in.

**In the Benefit Plan Enrollment Screen for each plan:**

### View Benefit Descriptions

To view a benefit description, click on the icon (📄) next to the name of the benefit you would like to review. There you will find a plan summary and any available links to additional documentation or websites relevant to this plan.

### View Plan Cost

To quickly view a particular benefit Plan’s cost to you, you may click on the circle to the left of the benefit name. Then click on the box next to each family member that you would like to have covered. Your cost will automatically show up in the box to the right of the members’ names and will be updated with each member you add or remove from coverage.

### View Total Benefit Cost

As you select Plans, their cost will be continually added to the **Election Summary** box to the right of the plan lists.

### Select Your Benefit Coverage

After you have reviewed the Plan information and the costs of each Plan on each benefit type page:

- ☞ Click on the circle next to the appropriate plan (or next to **I waive enrollment** at bottom of page if you do not want that type of coverage at all).
- ☞ Click on the box next to each family member to be covered, if applicable.
- ☞ Enter or select amount of desired coverage in box provided, if applicable.
- ☞ Click on **Save**.

### Consolidated Enrollment Form

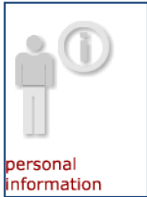
Under the **Benefits Plan Information** icon, click on **Consolidated Enrollment Form**. This form will summarize all information entered. Review and ensure all is correct.

### Important! Insurance Enrollment Forms

One or more of your **Benefit Plans** may require a paper form to be submitted with the Insurance Carrier (Working Spouse, etc.). If this is the case, **benefitsCONNECT®** will prompt you to print the necessary forms on the bottom of the **Consolidated Enrollment Form**. Print the forms, sign them, and turn them in to the Treasurer’s Office.

## Employee Menu

You will be shown the Employee Menu upon login. The sections are as follows:



### Personal Information

You may access and edit information from Sections 1-5 by selecting menu items under Personal Information. You may also see information that the Employer has provided such as certain payroll details, and update your company directory information, change your password and track the forms you've printed.



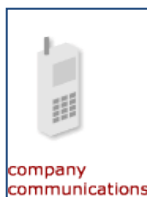
### Dependent Information

You may access and edit information regarding your Dependents in this section. Make sure that you let your HR Department know of any major changes here, as they may change your eligibility status or give you the opportunity to change your enrollment in certain benefits!



### Benefit Plan Information

You may view your benefits enrollment in this section. You will not be able to change benefit elections unless you are experiencing a certain **life change event** or it is an open enrollment period for your company. Check out the **Statement of Benefits** to find out what your employer is providing for you as a valuable employee!



### Company Communications

Items such as forms that are commonly used by your company, News & Bulletins, and other Human Resources/ Benefits information reside here for the employees to access at anytime from anywhere. The Company Directory is provided based on information entered for each employee in this system.

## Navigation and Data Entry Tips

### Help!

If you need assistance while working in **benefitsCONNECT®**, don't hesitate to click on **Help** at the upper right hand corner of the screen.

### Required Data

As noted on each screen, the **Bold** items are required for you to continue. Of course, the more information entered, the better the system will work for you; but you may skip non-bolded items if they are irrelevant or you do not wish to complete those items.

### Back and Forth

It is very important to try to avoid using your web browser's **Back** and **Forward** arrows while in the system. Please use the navigation buttons in **benefitsCONNECT®** such as:

**back**

### Moving On

When each page is completed, go to the bottom of the page and click

**save**

or, if no changes are made, click

**cancel**

### What are those symbols?

If you just **Hover** your cursor/arrow on the icons, the definition of the icons will be revealed. Here are some common ones:

**X** = Delete    = Edit    = Preview

### Links

Words, names or phrases in bold red are underlined when you put your cursor/arrow on them are links that will bring you to that section or, if e-mail addresses, will create an e-mail to that person.

### Screen Navigator

This line is at the top of your screen. You may click on the red items to quickly jump back to those previous screens.

[administration menu](#) > [select insurance providers](#) > [add/edit insurance provider](#)

### Unable to finish?

If you are unable to complete this process due to unavailability of data, time constraints, etc. you may simply logout and log in at another time. When you login again, the data you entered will still be there.

## Employee Guide to Enrolling in Benefits with benefitsCONNECT®

Reference Guide Provided By

benefitsCONNECT®